

REGISTRY  
FILE *Personnel 3*

DD/S 65-4207

7 SEP 1965

MEMORANDUM FOR: Records Administration Officer

SUBJECT : Paperwork Management Awards Banquet

1. As we arranged over the telephone, I am returning for your action the announcements of the Federal Paperwork Management Awards Banquet and, in addition, there are attached the announcements which came to the Office of Personnel from the Administrative Management Society. I suggest that you distribute these to the people who would be interested who are, no doubt, better known by you than by people in Personnel.

2. Please make whatever arrangements seem necessary with the Office of Personnel for the sale of tickets, reserving tables, etc.

3. The Agency distributed invitations for nominations for this award some time ago but we had no nominees. This as I said on the phone does not indicate a lack of interest. I think from what you said it may have resulted from a misunderstanding as to the criteria for nominations. I will appreciate a reading on those who are granted the award which might help us in our action if we are invited to make a nomination next year.

(S)  
[Redacted]  
Executive Officer to the  
Deputy Director for Support

STAT

Atts: As stated

EO-DD/S:VRT/ms (7 Sept 65)

Distribution:

Orig & 1 - Adse

1 - DD/S Chrono

1 - DD/S Subject ✓

**SECRET**

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040002-9

DD/S 65-4207


**MEMORANDUM FOR: Records Administration Officer**

**SUBJECT : Security Clearances for Recruiters**

1. As we arranged over the telephone, I am returning for your action the announcements of the Federal Paperwork Management Awards Banquet and, in addition, there are attached the announcements which came to the Office of Personnel from the Administrative Management Society. I suggest that you distribute these to the people who would be interested who are, no doubt, better known by you than by people in Personnel.

2. Please make whatever arrangements seem necessary with the Office of Personnel for the sale of tickets reserving tables, etc.

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**Executive Officer to the  
Deputy Director for Support**

EO-DD/S:VRT:nfa (6 Aug 65)

**Atts: As stated**

Distribution:

Orig - Adse w/atts

1 - DD/S Subject

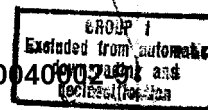
1 - DD/S Chrono

1 - *D/Pers*

STAT

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**SECRET**



2 September 1965

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support  
SUBJECT : Paperwork Management Awards Banquet

1. The attached 24 announcements of the Federal Paperwork Management Awards Banquet came to me from General Services Administration.

2. The announcement indicates that tickets were sent to Agency Personnel Offices. If they have been received, do you know what arrangements will be made for their sale?

3. Dr. Everett Alldredge, Assistant Archivist for Records Management, GSA, has asked me and all Agency Records Management Officers to do what we can to publicize this excellent program and to try to guarantee at least one table of ten. I am quite interested in doing all I can, but since all programs of this type are under the jurisdiction of the Office of Personnel, I hesitate to do anything until I know the official position the agency has taken. Also, knowledge of whether the agency has participated in the program by nominating an employee will be helpful in determining interest in attending the banquet.

CIA Records Administration Officer

STAT

# FEDERAL PAPERWORK MANAGEMENT AWARDS BANQUET

"For outstanding leadership and professional excellence in promoting effective paperwork management in the government of the United States of America."

## *Toastmaster*

**Honorable Arnold A. Olsen**

Chairman

House Subcommittee on Postal Facilities and Modernization

## *Awards Presentation*

**Mr. Jack B. Poole**

International President

Administrative Management Society

## *Dinner Address*

**Mr. John W. Macy, Jr.**

Chairman

U. S. Civil Service Commission

This year the Administrative Management Society will honor twenty-two nominees at the Banquet. Six award winners, selected from these nominees, will receive a coveted AMS Plaque. AMS will present each nominee with a citation for his efforts in promoting effective paperwork management.

Tables seating ten have been reserved for individual agencies. Be sure to join the party for your agency. Support the AMS Paperwork Management Awards Program.

For the larger agencies, AMS has supplied the agency Personnel Offices with Banquet tickets. If your Personnel Office does not have tickets, you may obtain them from the Office of Records Management, National Archives and Records Service, Code 13 X 22243.

Tickets: \$8.00

Dress: Informal

**TIME:**

**TUESDAY, SEPTEMBER 28, 1965**

**AT 7:30 P.M.**

**PLACE:** SHOREHAM HOTEL, REGENCY BALLROOM

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20408

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DDMS REGISTRY  
FILE *Personnel* 3

16 JUN 1965

Mr. William T. Cavanaugh  
Executive Director, National Office  
Administrative Management Society  
Willow Grove, Pennsylvania 19090

Dear Mr. Cavanaugh:

Thank you for your recent letter to the Director of Central Intelligence describing the new AMS Paperwork Management Award program and inviting our Agency to name a candidate for this Award.

We appreciate your invitation but have decided not to make a nomination for this Award this year. We hope that we will be in a position to participate in this worthwhile program at some future time.

We are very interested in all endeavors to improve administration in the Federal Government and wish to take this opportunity to express appreciation to the Officers and the Directors of the Society for their efforts to promote effective management of paperwork in the public service.

Sincerely,

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- X* - DD/S
- 2 - D/Pers
- 1 - BSD/

GD/Pers/  sac (16 June 1965)

STAT

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DD / S REGISTER  
FILE *Personnel 3*

1. EA/DCI 4/26 s/WE
2. DD/S *4/30* *DOT*
3. Director of Personnel

2 - 3:

STAT The attached letter solicits the nomination of an Agency employee for a newly established award for "outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government." From the descriptive material attached to the letter, it seems Mr. Cavanaugh is talking about senior executives who direct and manage programs as opposed to Records Management Officers on Mr.   staff or assigned throughout the Agency. Since we have until 1 July 1965 to submit a nomination, could you find out a little more about this, particularly the anticipated general level of the

(OVER)

nominees and then take the necessary action. However, in order to avoid a last minute rush, it is requested that you complete the action and submit a response to DD/S not later than 1 June 1965.

*DOT*  
VRT

EO-DD/S:VRT:maq (30 Apr 65)

Distribution:

30 APR 1965

Orig - D/Pers w/O DD/S 65-1936 w/att

1 - DD/S Subject w/T DD/S 65-1936

1 - DD/S Chrono

DD/S 65-1936: Ltr dtd Apr 23, 1965 to Hon. John A. McCone fm W. T. Cavanaugh, ExDir, Administrative Management Society soliciting the nomination of an Agency employee for the above described award

*(Mailed by KLB/LKW - 29 Apr 65)*



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Nancy:

Please check with  
Personnel on this in the middle  
of the week if not received  
by then.

Our Office was partly  
responsible for their not meeting  
the 1 June deadline we originally  
requested. (We are nominating  
Mr.

STAT

Miriam 6/4

Approved For Release 2002/08/15 : CIA-RDP84-00780R000900040002-9



Div 5  
SOCIETY

April 23, 1965

Honorable John A. McCone  
Director, Central Intelligence  
Agency  
Washington, D. C. 20505

Dear Mr. McCone:

**AMS PAPERWORK MANAGEMENT AWARD**

I am delighted to announce on behalf of our Officers and Directors that the Administrative Management Society will commence in the early Fall of 1965 the first of an annual series of Awards recognizing leadership and professional excellence in promoting effective management of paperwork in the Federal Government. You are most cordially invited to submit a nomination of an employee in your Agency. Details are in the attached documents.

In recent correspondence concerning this award, Mr. John W. Macy, Jr., Chairman of the U. S. Civil Service Commission, said, "...I will look forward, personally, with a great deal of interest to a successful launching of the endeavor. We are gratified with the interest displayed by the Administrative Management Society in honoring Federal achievement in this important field."

The Administrative Management Society believes that this Award program will focus attention on one of the less heralded but more important aspects of the development of effective Government administration. It is our sincere hope that you will encourage the participation of your Agency.

We are forwarding under separate cover posters announcing the Award which may be placed on employee information bulletin boards.

We would be pleased to answer any questions you may have concerning the Award.

W. T. CAVANAUGH - EXECUTIVE DIRECTOR

Plan for the 1965 National Conference • Minneapolis • Leamington Hotel • May 21-25, 1965

*BEST COPY  
Available*